Instructions for completing the Enrollment Form

**DESIRE ACTION** Check the appropriate action and indicate the Date(s) in the space provided. A Special Enrollment Period is the date of a specific occurrence, due to change in status, marriage, divorce, birth or adoption, anniversary date, or rate change. Your request must be received within 30 days of the Special Enrollment Period date. Please see your School Representative for events that fall outside the 30-day period. If New Add Subscriber, Add Dependent or Change Coverage, you must also check Desired Coverage and Persons Covered and Family Member information sections.

Cancel Request
To process a Subscriber or Member Cancellation, please use the Membership Cancellation Worksheet – OR -

**To Cancel a Student/Subscriber (entire policy) using this Form:**
- check Subscriber (S) box
- indicate Reason Code in space provided (see codes below)
- indicate Cancellation Date in space provided
- complete Subscriber Information

**To Cancel a Dependent using this Form:**
- check Dependent (M) box
- indicate Reason Code in space provided (see codes below)
- indicate Cancellation Date in space provided
- complete Subscriber Information
- Complete Member Name and Member Birthdate

**Cancel Subscriber Reasons**
- SB05 – Per Group Request
- SB06 – Subscriber No Longer Wants Coverage (subscriber request)
- SB07 – Subscriber Deceased
- SB09 – Enrolled in Error

**Cancel Dependent Reasons**
- M011 – No Longer a Student
- M002 – Deceased
- M003 – Subscriber No Longer Wants to Cover Dependent
- M004 – Enrolled in Error
- M005 – Divorced
- M007 – Dependent No Longer Wants Coverage
- M008 – Moved Out of Area
- M013 – Ineligible Dependent

**FAMILY MEMBER QUALIFIED GUIDELINES**: Use an additional form, if more than three persons.
- A legal spouse (an ex-spouse is not a qualified member as of the divorce date)
- Must be under the dependent age for your group
  - Unmarried child, natural, adopted or stepchild
  - A full time student (indicate under Relationship)
- Other: Please contact Customer Service for the appropriate form. These dependents have additional eligibility requirements.
  Legally adopted dependents, dependents pending adoption, dependents for whom student has legal guardianship, or an adult disabled dependent who is over the dependent age for your group.

**RELEASE**
- I acknowledge and agree that by signing this enrollment form and subsequently accepting services, I and everyone else who is covered under the contract or certificate you issue is bound by the terms and conditions of the contract or certificate applicable to my coverage. This includes, without limitation, the terms and conditions regarding the receipt and release of medical records and information. I make this acknowledgement and agreement on behalf of myself and each other person who accepts coverage under the terms of the contract applicable to my coverage (who may include, for example my spouse and my eligible family dependents).
- I hereby accept responsibility for payment of any portion of the premium.
- **Gender and gender identity**: Excellus BlueCross BlueShield does not discriminate on the basis of gender identity, gender expression or behavior. In order to ensure that you are receiving access to high quality, affordable health care based on your individual needs, we ask that you consider completing this optional gender identity section of the application. Excellus BlueCross BlueShield will not limit coverage or impose any additional cost-sharing for any otherwise-covered services that are ordinarily available to individuals of one sex, to a transgender individual, based on the fact that an individual’s sex assigned at birth, gender identity, gender expression or behavior or gender otherwise recorded is different from the gender for which health care services are ordinarily available.
- I hereby represent that all information furnished by me hereon is true and complete to the best of my knowledge. I understand that any claim by me or one of my eligible family members may be denied and my coverage canceled upon one month’s written notice, if I have knowingly included false information.

If you have any questions, please contact Customer Service at:
Excellus BlueCross BlueShield
1-800-724-1675
TTY: 585-424-2845 or 1-800-662-1220